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|  | 8-104 HAZARDOUS MATERIALS INCIDENTS-ERP |
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| Thomas J. Mackel-Chief of Police | |

8-104.1 Overview

Because of the potential for serious health and environmental damages, the following procedures were developed as a guide for initial action. This section will include any incident which occurs in a laboratory, building, or roadway on or near campus.

Unlike winter storms or a tornado, chemical accidents or spills will happen without warning. Radioactive and hazardous materials are in use every day on this campus and are transported throughout the state by every travel means. While many of these materials are commonly used, accidents or spills present a serious threat to the health and safety of the general public and especially to the responding officer first on the scene.

8-104.2 Response

1. *Communications Operators (CO) (GACP 5.17a)*

When the CO receives the initial call, he/she must attempt to get as much information as possible prior to dispatching officer(s) to the scene. The dispatcher will:

- a. Determine the most exact location of the spill as possible.
- b. Determine if there are any injuries.
- c. Determine if there is any fire present
- d. Ask the complainant **what chemical(s)** are involved and the quantity of the spill. If this information is not available, the CO will ask the complainant if, from memory, there were any smells, vapors, or colored "clouds" present. DO NOT ask or encourage the complainant to return to the site for this information. Obtain the complainant's name and phone number. Ask the complainant to meet with the officers when

- they respond.
- e. Refer to the CAMEO Software for information on the particular chemical involved. Dispatcher will insert the chemical name and transmit all relevant information to the supervisor on the scene including precautions and needed responses.
 - f. If the material is described is known to be hazardous or is described by CAMEO as hazardous, contact the Carrollton Fire Department and ask for the Hazardous Response Unit to respond.
 - g. If additional information is needed, the dispatcher is to call CHEMTREC at 1-800-424-9300. Be prepared to provide the following information: **Note:** CHEMTREC is the national emergency response center for transportation accidents involving hazardous materials. CHEMTREC can directly link you to chemical manufacturers or to emergency response teams.
 - 1. Dispatcher's name and title;
 - 2. Call-back number;
 - 3. Type or name of chemical involved;
 - 4. Location of incident;
 - 5. Type of area involved (Lab, open room, Residence Hall, etc.);
 - 6. Injuries and/or property damage;
 - 7. Weather conditions (if applicable).
 - h. Notify the Chief of Police and Risk Management / Environmental Safety Officer.
 - i. Activate the UWG Emergency Alert System

2. OIC and Responding Officers (GACP 5.17h)

Responding personnel will:

- a. The closest available officer will investigate the complaint. It is very important that responding officers pay close attention to their primary senses (sight, hearing, and smell) when arriving **near** the area.
- b. The responding officer(s) will approach the site from an upwind and uphill direction, if possible, but will not enter the immediate area until the suspected substances have been identified. Officers will use extreme caution when proceeding to the area. **Many harmful chemicals have no odor, color, or vapors. Look for people down or vapor clouds in the area.**
- c. If persons are found to be down in the area, the CO will be notified to

request immediate EMS response. If dispatch has not called for assistance from the Carrollton Fire Department Haz/Mat unit, the OIC will direct them to do so. Upon their arrival the CFD supervisor will take command of the situation.

- d. The O.I.C. will obtain from the dispatcher the proper cordoning distances for the spill and begin evacuation from and closure of the site. Personnel from Parking Services will be used and if necessary, assistance requested from the CPD and CCSO. (GACP 5.17h)
- e. The O.I.C. will ensure the area is cordon off at the prescribed distance. Officers will use the Public Address system in the patrol vehicle(s) to order people to leave the area. Traffic will be re-routed around the affected area (GACP 5.17k)
- f. Responding officers will attempt to interview personnel from the building in order to obtain relevant information about the materials involved (such as if the chemical is solid, liquid, gas, etc.).
- g. No officer will enter the immediate area until the chemical(s) have been identified and determined non-toxic or rendered harmless by the Haz/Mat team.
- h. Upon confirmation that a hazardous material incident has occurred, the O.I.C. shall advise the local medical facilities and ambulance personnel that individuals are to be assumed to be contaminated and should be treated as such.
- i. The area is to remain secured until released by the Haz/Mat Team.

3. Deactivation (GACP 5.17m)

When the incident has been brought under control the OIC shall ensure that the following measures are taken.

1. All law enforcement officers engaged in the incident shall be accounted for and an assessment made of personal injuries and equipment damage.
2. All necessary personnel shall be debriefed as required.
3. Witnesses, suspects and others shall be interviewed or interrogated. Warrants will be obtained as needed. The Lieutenant in charge of Criminal Investigations will coordinate the obtaining of warrants and prosecution in State and Superior Court. Names and copies of incident reports will be

forwarded to Student Services for disciplinary action of any student involved in the disturbance.

4. All written reports shall be completed as soon as possible following the incident to include a comprehensive documentation of the basis for and the University's response to the incident. A final report will be prepared by the Chief of Police and provided to the President as soon as possible after the incident.

8-104.3 Transportation Hazardous Material Accidents

Every vehicle driven in the State of Georgia that hauls radioactive and/or hazardous materials is required to have placards and chem- cards indicating such. The placards are located on the rear doors of the trailer (if a tractor-trailer unit). In a van-type unit, placards should be on the sides and rear of the vehicle. The driver will be able to assist you with the details of the load. However, if the driver is unable to assist you, the following are guidelines to assist you:

- A. If there is a placard on the vehicle, identify the contents by using the CAMEO Software and follow the protocol described. There should also be a shipping list in the cab (bill of lading) of the vehicle documenting what items are being shipped.
- B. Notify any responding units if the contents are listed as HAZARDOUS. The City Haz/Mat Team will be notified by CO and a response requested. CHEMTREC at 1-800-424-9300. If directed by the CFD supervisor on the scene, the Dispatcher will notify CHEMTREC at 1-800-424-9300. The CO will be prepared to provide the following information to CHEMTREC:
 1. Dispatcher's name and title;
 2. Call-back number;
 3. CHEMTREC or D.O.T. Haz/Mat Registration number (any hazardous material carrier is required by law to display one of the two);
 4. Chemical(s) involved (CORRECT SPELLING IS IMPERATIVE). If not available, get the tag numbers of the tractor and/or trailer and provide registration information.
 5. Container type and condition;
 6. Location;
 7. Shipper (Company's name who owns the product). If not available from bills of lading, try to get the name of the co-signee;
 8. Carrier (Company's name on the vehicle and/or bill of lading);
 9. Size of spill/accident

10. and, if possible-

- * Injuries and property damage;
- * Shipping origin and destination;
- * Nature of area (open, populated, confined, etc.);
- * Weather conditions.

C. When Carrollton HAZ/MAT Response Team arrives, the officers from UWG PD will remain at the scene to maintain crowd and traffic control until relieved by the Haz/Mat supervisor.